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AFMAN 23-110, Vol II, Part Two, Chapter 11, is supplemented as follows:

Section A Issue Procedures

11.3.3.4. Quick reference numbers are not used.

11.4.1. File all issue requests, activity codes C, K, P, R, and X for a period of 90 days (AFMAN 37-139, Table 23-4, Rule 21).

11.4.1.2. A locally developed, preprinted form will be used for determining the next available serial number in lieu of copy two of the AF Form 2005.

11.4.1.2. **Note.** Assign serial numbers to issue requests as follows:

ACTIV- ITY CODE	SERIAL NUMBER	FUNCTIONAL AREA
C	0001-0100	Stock Control
C	0101-0200	Inspection
C	0251-0300	Retail Sales/IEE
K	0001-0250	Retail Sales/TIC (issues)
K	0251-0500	Retail Sales/TIC (due-outs)
P	0001-0100	Retail Sales/IEE (issues)
P	0101-0200	Equipment Management
P	0301-0400	Retail Sales/IEE (due-outs)
R	0001-0499	Demand Processing
R	0800-0999	TIC
R	1000-1299	Civil Engineering

R	0500-0599	Hazardous Materials Pharmacy
X	0001-0100	Demand Processing
X	0101-0200	Civil Engineering
X	0400-0499	Hazardous Materials Pharmacy

It is not necessary to record supply action on the control register. Collection of delivery time for expedite issue documents is not required.

11.8.3. Demand Processing will process all requests for repair parts (UJCs, AO or BO) as fill or kill.

11.11.1. It is not necessary to perform these actions for Civil Engineer organizations. All Civil Engineer requests will be processed as fill or kill.

11.11.2. It is not necessary to perform these actions for Civil Engineer organizations. All Civil Engineer requests will be processed as fill or kill.

11.11.2.3. Note. Demand Processing personnel begin preparation of the MICAP checklist. They will ensure that Section A (except VDP start/stop time and requisition number and Section C, item 1) has been accomplished prior to sending the request to Stock Control for processing. Demand Processing will complete T.O. NUMBER, FIGURE, INDEX, PART NUMBER, AND VEHICLE EQUIPMENT AFFECTED. Demand Processing will also check for NEXT HIGHER ASSEMBLY, ISG, and initial items 1 and 4.

11.13.1.3.1. Process UND "B" PMEL requests for items under inventory on a post-post basis. Obtain approval for post-post issue of all other urgency-of-need designator "B" requests for items under inventory from the Program Manager or designated representative.

11.13.2. The initiating section will file reject notices in document number sequence. One copy of the reject notice is sent to Inventory. When the item is unfrozen, Inventory will annotate the reject notice "UNFROZEN" and return it to the applicable section for clearing the reject suspense file and processing of the input.

11.15.1. The general guidelines for issue of new/used equipment are as follows:

11.15.1.1. New equipment items that are in total excess may be free issued. Stock Control must perform research to ensure that a customer did not initially refuse the item and then subsequently request a free issue. The results of this research (transaction history for 1 year) will be forwarded with the request to the Funds Manager. All used equipment returned to stock may be free issued. Funds Manager approval is required.

Section B Issue Procedures for Special Items

11.37.1. The Program Manager or designated representative must approve requests for initial issue of alpha budget code repair cycle items.

11.37.4. The Repair Cycle monitor will maintain the copy of approved requests for initial issue requirements.

Attachment A9.3, Issue Exception Code (IEX):

EXCEPTION				
IEX	NOTICE			
CODE	CODE	EXCEPTION PHRASE	MANAGER	NOTES
Q	R	IMPAC Eligible	Demand Processing	Note 6
S	R	CWDE, Requires CEOX Coordination	IEU	Note 6
T	R	TIC Bench Stock Item	Retail Sales	Note 6
U	R	Precious Metals Contact	Inspection Inspect	Note 6
Z	R	Hazardous Item - Approval Required	HAZMAT Pharmacy	Note 6

Attachment A10.3, Note 5. Following are examples of “worst case” allowable limits for delivery times:

DEL PRI	DOC TIME	DOCUMENT DAY					REMARKS
		M	T	W	T	F	
02							Acceptable within 30 minutes of document date/time
03							Acceptable within 1 hour of document date/time
04	0700-1415		X				Acceptable prior to 1545 Tuesday
04	After 1415		X				Acceptable prior to 1545 Tuesday
05	0700-1400		X				Acceptable prior to 1545 Tuesday
05	After 1400		X				Acceptable prior to 1545 Wednesday
06	0700-1200		X				Acceptable prior to 1545 Tuesday
06	After 1200		X				Acceptable prior to 1545 Wednesday

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